

**Bigfork Fire District Trustee Meeting
September 16th, 2015
Opened at 18:35**

General Public Comment: None

Welcome new District Trustee Dan Kidd—Chief Loeffler advised that Daniel Kidd has been approved by the Flathead County Election Board.

Fire Dept. Association report: Chief Loeffler advised that the membership may be transitioning to a staff/membership organization and will hold staff/ membership meetings.

Review/Approval of Meeting Minutes August 19th, 2015 (Oster 1st, Patton 2nd) all in favor, no opposed.

Review/Approval of next month's Purchase Orders: (Oster 1st, Kidd 2nd) all in favor, no opposed.

Review Reconciliation of Financial Statements and Bills Paid.

- Profit and Loss/Balance Sheet: The reports were presented to the Board. The Board would like an explanation of the Deferred Income Revenue. Chief Loeffler will have an explanation by the next Board meeting.
- Expense by Vendor: Mr. Kidd questioned if the department compared pricing for EMS supplies and station supplies. Chief Loeffler explained that we try to get at least 3 different price quotes. The department gets its medical drugs from KRMC because we get a discounted rate and the ambulance can get them before they leave the hospital. The Board would also like to see the apparatus numbers on the reports as well. Oster questioned why the Zoll monitors were back in for service. Chief Loeffler explained that they were sent in for annual maintenance.

Fire Chief Report: See attached report(s) "Save the Brain" information was passed out. Mr. Anderson signed the Finley Point Mutual Aid Agreement. The Department received payment by Flathead County for structure protection in Essex. The Department is waiting to find out the results from the ISO inspection. ISO is not sure how they will determine the rating for the district at this point. Mick Borges is currently waiting to receive bids to have the heads on 325 worked on. The 911 Stand raised \$942.00 which will go to the National Fallen Fire Fighters. The Friends of Bigfork Fire fundraiser was successful again this year. The total amount raised should be known by next week. The Department had 12,000 feet of hose tested and all passed but 200 feet. Mr. Kidd questioned the age of the hose and if it needed replaced. Chief explained that as long as the hose passes the testing, it will not need to be replaced and the life expectancy will depend on the usage of the hose. The Department also had the engines pump tested and all passed. The new lighting for the Department will not be done by October 1st.

Old Business:

1. S.O.G. 200's – Third reading – (action item) (Oster 1st, Patton 2nd) all in favor, no opposed.
2. Budget for FY 2016 update, final approval — Resolution for Capital Outlay – (action item) (Kidd 1st, Oster 2nd) all in favor, no opposed. The budget was sent in to Flathead County and they determined that Bigfork Fire qualified for an additional \$17,000. The trustees decided to move the extra money into Capital Outlay.
3. Exhaust system update (action item) No action taken. Mr. Patton gave an update that the Ward Diesel system was tested at Columbia Falls and did not pass carbon monoxide emissions. AC Borges will continue to get bids on two more systems.
4. Permissive Levy update (action item) No action taken. The Board decided that it would not be of a great enough benefit at this time. The Board decided to table the Permissive Levy and will revisit it later.

New Business:

1. Employee Handbook
 - A. Recommend changes made by Assoc. Employees
 - B. Use of vacation or sick leave (supplement check). The Department will probably make changes regarding vacation and sick leave.
 - C. Health Insurance (Chief). The Board should consider whether all employees eligible for health insurance should be able to obtain health insurance outside of the Department if it will save the Department money.
2. Pintler Billing Contract (info only). Chief Loeffler notified the Board that Pintler did not raise the rates this year but will likely have to raise them next year. Mrs. Oster asked if Pintler backs up the records and if so, where are they kept. Chief Loeffler said that he will find out and notify the Board. Action (Oster 1st, Kidd 2nd) all in favor, no opposed.
3. Trustee by-laws amendment—Mrs. Oster suggested a revision. Mr. Kidd wants to make sure that the revisions fall within Montana state laws and MCA code. Mr. Kidd will check into this and make a suggestion to the Board.
4. Chief evaluation (closed session) Postponed until October meeting. The Board would like to start the Chief's evaluation in closed session at 5:00 p.m. followed by the regular board meeting.

Motion to adjourn (Oster 1st, Kidd 2nd) all in favor, no opposed.

Meeting adjourned at: 19:56

Minutes Approved: , Chairman

, Recorder

BIGFORK FIRE DISTRICT TRUSTEE AGENDA – 9/16/2015

- **General Public Comment**
- **Welcome new District Trustee Dan Kidd**
- **Fire Dept. Association Report**
- **Review/Approval of meeting minutes August 19, 2015**
- **Review/Approval of next month's Purchase Orders**
- **Review Reconciliation of Financial Statements and Bills Paid**
- **Fire Chief Report**
- **Old Business**
 1. S.O.G. 200's – Third reading
 2. Budget for FY 2016 update, final approval
 - Resolution for Capital Outlay
 3. Exhaust system, update, Maybe an action item
 4. Permissive Levy update
- **New Business**
 1. Employee Handbook
 - A. Recommended changes by Associated Employees
 - B. Use of vacation or sick leave (Supplement check)
 - C. Health Insurance (Chief)
 2. Pintler Billing contract (information only)
 3. Trustee by-laws amendment
 4. Chief evaluation (Closed session)

Bigfork Fire District Board of Trustees Meeting

Attendance Sheet for
September 16th, 2015

Signature

Last Name

First Name

Anderson

Zack

Chairman

Oster

Kristy

Vice-Chairman

Patton

Jeremy

Secretary/Treasurer

Leivo

Lee

Trustee

Loeffler

Wayne

Chief

Guest

Guest

Guest

Guest

Guest

Guest

Guest

Guest

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Guest

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Operational Report Period August 15 – September 11, 2015

<u>Strength</u>	<u>Personnel</u>
	The current Fire Department strength is as follows:
	2 Chief Officers
	4 Officers
	17 Firefighters (SCBA, Support staff, Engineers, EMS)
	7 Probationary Firefighters
	1 LOA
	1 MLOA
	5 PRN Paramedics
	2 Chaplains
	Total Strength 39

Operations

Bigfork Fire Department responded to 73 calls, down from 86 last reporting period.

Training

Ladder OPS (7) SLICE-RS (3) Concussions (15) Cardiac rhythms (1)
Low angle rescue (11)

Injuries: 0

Accidents: 0

Fire Marshal: 0

BIGFORK FIRE DEPARTMENT

Originated by LOEFFLER

SEP 16 2015

Approved By

Chief W Date 9/10/15
Trustee JP Date 9/16/15

Bigfork Fire District Trustee Meeting
Secretary Notes for Recorder August 19th, 2015
Opened at 18:32

Trustees present: Zack Anderson, Kristy Oster, Jeremy Patton and Lee Leivo

Present was: Chief Wayne Loeffler, Mic Borges, Cindy Norred, Tracey Gembala, Rob Tracy and Glen Hartman

General Public Comment: None

Fire Dept. Association report: No report, meeting was cancelled due to fire in evergreen.

Review/Approval of Meeting Minutes July 15th, 2015 (Leivo 1st, Oster 2nd) all in favor, no opposed.

Review/Approval of next month's Purchase Orders: (see attached report) Chief explained POs. Glen explained cuffed ET tubes. (Leivo 1st, Oster 2nd) all in favor, no opposed.

Review Reconciliation of Financial Statements and Bills Paid.

- Profit and Loss/Balance Sheet: Up to date will be adding JEs from Denning & Downey & Associates. Cindy met with Tim Byrd and Bob Denning yesterday and will be entering those in once received. Making balance sheet reflect cash basis. Still waiting on FY16 approved budget from the flathead county. On July 2015 P/L, budget entered into QuickBooks is budget given to flathead county. Will be updated when we get approval of final budget. Kristy noted mistake on budget entered in. Need to change of principal and Interest of LTD-342 Loan (need to switch budget line item side. Cindy will make changes. Questions on stipend, explained that July members were still on stipend pay, then went August 1st to paid staff.
- Expense by Vendor: no questions, no concerns

Fire Chief Report: (See attached report) Chief explained on Emergency Reporting System, his training reports were incomplete because not all calls had been authorized to reflect report. Still learning the new system, getting it figured out to get accurate reports. Email transfer, moving emails from Centurylink to Nivindel. Copiers needing to be replace soon. Mic explained finding on 325.

Old Business:

1. Facility Lighting Audit: **(See attached report)** Rob Tracy suggest East Shore Electric. Rob explained differences between fluorescent and LED- Approximate four weeks. Rebate estimate \$2000.00—2500.00. Will try to complete by 10/1/15. Rob had light set up for demo. Not to exceed \$9,401.35. (Oster 1st, Leivo 2nd) all in favor, no opposed.
2. S.O.G. 200's – second reading. Chief handed out copies of with changes highlighted. (**see S.O.Gs attached**)
3. Budget for FY 2016 update budget given to Flathead County with capital outlay plan. Chief explained made some changes to reflect the paying of some bills in this FY16. Waiting on approval of budget from Flathead County. (Leivo 1st, Oster 2nd) all in favor, no opposed Leivo-clarification that budget was not increase but changed internally.

New Business:

1. Mic Borges letter of resignation as Trustee. Position is open till September 9th 2015. (Leivo 1st, Oster 2nd) all in favor, no opposed

2. Ward Diesel Exhaust System: System explained to board by Mic and Chief. Cindy recommended using a gas monitor at Columbia Falls to test the system. (Leivo 1st, Oster 2nd) all in favor, no opposed. Will go up and test and get back to board with findings.
3. Painting of Station 31: Doug Robertson \$4,200.00. (Leivo 1st, Oster 2nd) all in favor, no opposed
4. Ralph Barton Fund: Needing two signatures for account to take check out each year. Leivo suggested Chairman Zack Anderson and Chief Wayne Loeffler be on account. (Leivo 1st, Oster 2nd) all in favor, no opposed
5. Lord Abbett Retirement for employees: Authorization to move retirement account from Glacier Bank old payroll account to Glacier Bank Flathead County Account. (Leivo 1st, Oster 2nd) all in favor, no opposed
6. Authorization to close Bigfork Fire and Ambulance Account that Eda Taylor, Katie Edwards are on, none of the trustees are on. Will get ahold of Eda Taylor to close out account and have balance made payable to Bigfork Fire District. (Leivo 1st, Oster 2nd) all in favor, no opposed
7. Denning and Downing Non –Audit Engagement Services. Oster explained it is just agreement to help when needed, so we won't get charged.
8. Denning and Downing Agreement for two year audit contract. Does include GASB#34. Got \$4,000.00 refund for overpayment from last year's budget per contract which should have included the GASB.
9. Glacier Bank User Profile Agreement and ACH agreement, this agreement is to do direct deposit for fire department employees only for payroll. User profile will allow Cindy Norred to initiate payroll, with Flathead County to do final initiation. Zack suggest that each paystub be initialed by someone.
10. Recommendation for Firefighter /EMT position. The interview committee recommend Tracey Gembala. Tracey has been working as of and has been paid for that, since no more stipend. She has been helping Cindy. Did have two applicants. Tracey Gembala was the only one interviewed. Kristy concerned on why other applicant withdrew, she talked to other applicant and sees a problem still in this department. Gembala discussed conversation she had with Brian and urged him not to withdrawal. Discussion. (Leivo 1st, Patton 2nd) all in favor, Oster Abstained.
11. Permissive medical levy: Board would like more information.
12. Pintler Billing handling receipts of checks for payment for service they billed out and patient related paperwork which is coming to Bigfork now. Approval for them to handle receipts of checks. (Leivo 1st, Oster 2nd) all in favor, no opposed.
13. Chief evaluation suggested it be done in executive session in September with him in attendance.

Motion to adjourn (Leivo 1st, Oster 2nd) all in favor, no opposed

Meeting adjourned at 19:57.

Minutes Approved: _____, Chairman

_____, Recorder

BIGFORK FIRE DEPARTMENT

Originated by Jeremy Patton / Cindy Norred

SEP 16 2015

Approved By
 Chief [Signature] Date 9/22/15
 Trustee [Signature] Date 9/22/15

PO Approval
September 16, 2015

<u>PO #</u>	<u>Vendor</u>	<u>Item(s)</u>	<u>Line Item</u>	<u>Cost per item</u>	<u>Total Cost</u>
7197	City Service	55 Gallon Oil	Fire Equip Maint.	\$710.88	\$710.88
7198	TNT parts	High efficiency Fuel	Fire Equip Maint	\$9.73	\$19.46
			Fire Equip Maint	\$11.68	\$11.68
		By Pass Lube	Fire Equip Maint	\$14.05	\$14.05
		High Efficiency Lube	Fire Equip Maint	\$16.22	\$16.22
		Full flow lube	Fire Equip Maint	\$6.59	\$6.59
		High Efficiency Fuel	Fire Equip Maint	\$8.62	<u>\$8.62</u>
					\$76.62
7199	KRMC	20g CATH	EMS Supplies	\$1.81	\$90.50
		18g CATH	EMS Supplies	\$1.81	<u>\$90.50</u>
					\$181.00
7200	Vida Care	Box Pedi IO Needles (5)	EMS Supplies	\$550.00	\$550.00

BIGFORK FIRE DEPARTMENT

Originated by LOEFFLER

SEP 16 2015

Approved By
Chief [Signature] Date 9/16/15
Trustee [Signature] Date 9/16/15

PO Approval
September 16, 2015

<u>PO #</u>	<u>Vendor</u>	<u>Item(s)</u>	<u>Line Item</u>	<u>Cost per item</u>	<u>Total Cost</u>
7197	City Service	55 Gallon Oil	Fire Equip Maint.	\$710.88	\$710.88
7198	TNT parts	High efficiency Fuel	Fire Equip Maint	\$9.73	\$19.46
		High efficiency Fuel	Fire Equip Maint	\$11.68	\$11.68
		By Pass Lube	Fire Equip Maint	\$14.05	\$14.05
		High Efficiency Lube	Fire Equip Maint	\$16.22	\$16.22
		Full flow lube	Fire Equip Maint	\$6.59	\$6.59
		High Efficiency Fuel	Fire Equip Maint	\$8.62	\$8.62
					\$76.62
7199	KRMC	18g CATH	EMS Supplies	\$1.81	\$90.50
7200	Vida Care	Box Pedi IO Needles (5)	EMS Supplies	\$550.00	\$550.00
7201	EMP	Zoll Adult Stat PADZ	EMS Supplies	\$75.95	\$379.75
		Disposable CO2 Sampling	EMS Supplies	\$9.69	\$193.80
		Adult Sampling Cannula	EMS Supplies	\$12.19	\$609.50
		Pediatric Sampling Cannula	EMS Supplies	\$367.25/box	\$367.25
		Zoll Paper	EMS Supplies	\$58.25/box	\$233.00
					\$1,783.30
7202	KRMC	7"saline ext. set	EMS Supplies	\$1.81	\$93.50
7204	BoundTree	#5 King Airway	EMS Supplies	\$48.99	\$97.98
		#4 King Airway	EMS Supplies	\$48.99	\$48.99
		#2 1/2 King Airway	EMS Supplies	\$42.99	\$42.99
					\$189.96
7208	KRMC Pharmacy	Atropine	EMS Supplies	\$3.56	\$7.12
		Lasix	EMS Supplies	\$3.52	\$3.52
		Lidocaine	EMS Supplies	\$2.22	\$4.44
		Narcan	EMS Supplies	\$31.14	\$155.70
					\$170.78

BIGFORK FIRE DEPARTMENT
Originated by Loether

SEP 16 2015

Approved By
Chief W Date 9/15/2015
Trustee 2015 Date 9/15/2015

10:33 AM
09/10/15
Cash Basis

Bigfork Fire District Profit & Loss Budget vs. Actual

July through August 2015

**Not reconciled with county fund *As of 9/10/15 * No taxes added*

	Jul - Aug 15	Budget	% of Budget
Ordinary Income/Expense			
Income			
31 · TAXES/ASSESSMENTS			
310005 · EMS Levy Lake County	0.00	2,500.00	0.0%
310001 · Flathead County Taxes	5,521.17	292,804.00	1.9%
310002 · Lake County Taxes	7,739.57	88,974.00	8.7%
310004 · EMS Levy Flathead County	0.00	25,000.00	0.0%
Total 31 · TAXES/ASSESSMENTS	13,260.74	409,278.00	3.2%
33 · INTERGOVERNMENTAL			
335230 · Entitlement	0.00	33,475.00	0.0%
335050 · State Ins. Yearly Refund	0.00	300.00	0.0%
337000 · Income - Local Grants	0.00	0.00	0.0%
Total 33 · INTERGOVERNMENTAL	0.00	33,775.00	0.0%
34 · CHARGES FOR SERVICES			
342055 · EMS Billing Income	64,425.98	225,000.00	28.6%
342054 · EMS Class Income	1,400.00	0.00	100.0%
342020 · FIRE PROTECTION			
342021 · Fire District Billing	970.00	5,000.00	19.4%
342022 · Contract Services-Wildfires	2,607.61		
Total 342020 · FIRE PROTECTION	3,577.61	5,000.00	71.6%
34 · CHARGES FOR SERVICES - Other	27.14		
Total 34 · CHARGES FOR SERVICES	69,430.73	230,000.00	30.2%
36 · MISCELLANEOUS			
365015 · District Donations	0.00	3,500.00	0.0%
365010 · Reflective Sign Orders	140.00	0.00	100.0%
365008 · FOBF Donations	0.00	0.00	0.0%
362015 · Refunds	4,064.56		
362000 · Tshirt & Hat Sales	1,526.00	0.00	100.0%
362002 · Pop Machine	228.50	0.00	100.0%
362004 · Miscellaneous Income	1,046.75		
362007 · Other Income -General	0.00	500.00	0.0%
362012 · Savings Interest	0.00	0.00	0.0%
365000 · Membership Donations	250.00	6,500.00	3.8%
365001 · Memorial Donations	155.00	0.00	100.0%
Total 36 · MISCELLANEOUS	7,410.81	10,500.00	70.6%
37 · INVESTMENT & ROYALTY EARNINGS			
371009 · Insurance Claim Payment	0.00	0.00	0.0%
371002 · Insurance Dividends	0.00	300.00	0.0%
371003 · Interest Income	0.00	4,500.00	0.0%
371007 · Interest Income - Trust	0.00	0.00	0.0%
Total 37 · INVESTMENT & ROYALTY EARNINGS	0.00	4,800.00	0.0%
Total Income	90,102.28	688,353.00	13.1%
Expense			
420000 · PUBLIC SAFETY			
420700 · EMERGENCY SERVICES			
420710 · ADMINISTRATION			

Bigfork Fire District
Profit & Loss Budget vs. Actual
July through August 2015

	<u>Jul - Aug 15</u>	<u>Budget</u>	<u>% of Budget</u>
300-2 · PURCHASED SERVICES			
390-3 · Mutual Aid Ambulance Service	150.00	600.00	25.0%
390-2 · Billing Service Refunds	651.03	6,000.00	10.9%
390-1 · Billing Service Fees	5,692.31	18,400.00	30.9%
360-2 · Ambulance Equipment Maintenance	13,605.69	25,000.00	54.4%
Total 300-2 · PURCHASED SERVICES	<u>20,099.03</u>	<u>50,000.00</u>	<u>40.2%</u>
200-2 · SUPPLIES			
220-2 · Medical Supplies	988.36	18,000.00	5.5%
231-2 · Fuel for Ambulance	1,587.68	11,000.00	14.4%
226-2 · EMS Personnel Supplies PPE	198.50	3,000.00	6.6%
Total 200-2 · SUPPLIES	<u>2,774.54</u>	<u>32,000.00</u>	<u>8.7%</u>
Total 420710 · ADMINISTRATION	<u>22,873.57</u>	<u>82,000.00</u>	<u>27.9%</u>
Total 420700 · EMERGENCY SERVICES	<u>22,873.57</u>	<u>82,000.00</u>	<u>27.9%</u>
420400 · FIRE PROTECTION & CONTROL			
420410 · ADMINISTRATION			
100 · PERSONNEL SERVICES			
110-1 · Salary & Wage Expenses	42,066.90	323,000.00	13.0%
130-4 · Retirement - Employer	841.32	12,000.00	7.0%
140-1 · Medical Insurance-Employer	4,059.42	46,200.00	8.8%
140-2 · Unemployment expense	318.33	2,000.00	15.9%
140-3 · Workmans Comp-State Fund	4,079.81	25,000.00	16.3%
140-4 · Comp FICA-MED & SS	3,246.99	23,000.00	14.1%
Total 100 · PERSONNEL SERVICES	<u>54,612.77</u>	<u>431,200.00</u>	<u>12.7%</u>
200-1 · SUPPLIES			
224-1 · Rehabilitation Expense	201.19	750.00	26.8%
220-1 · Operating Station Supplies	1,695.90	8,000.00	21.2%
210-1 · Office Expenses	948.89	13,000.00	7.3%
216-1 · Donations/Gifts	0.00	100.00	0.0%
223-1 · Membership Expenses	547.54	6,500.00	8.4%
226-1 · FIRE Personnel Supplies PPE	2,447.59	10,500.00	23.3%
231-1 · Fuel for Apparatus	1,587.67	8,500.00	18.7%
Total 200-1 · SUPPLIES	<u>7,428.78</u>	<u>47,350.00</u>	<u>15.7%</u>
300-1 · PURCHASED SERVICES			
340-2 · Propane	0.00	3,500.00	0.0%
331-1 · Real Estate/Landfill Taxes	0.00	100.00	0.0%
360-1 · Fire Equipment Maintenance	444.57	25,000.00	1.8%
310-1 · Radio Services	42.94	6,000.00	0.7%
335-1 · Merchant Bank Fees	216.57	1,500.00	14.4%
340-1 · Utilities	2,233.75	13,000.00	17.2%
345-1 · Telephone & DSL	856.80	6,000.00	14.3%
351-1 · Health & Wellness	290.00	9,000.00	3.2%
353-1 · Accounting & Auditing	240.00	10,000.00	2.4%
357-1 · Background Checks	65.45	1,000.00	6.5%
Total 300-1 · PURCHASED SERVICES	<u>4,390.08</u>	<u>75,100.00</u>	<u>5.8%</u>
500 · FIXED CHARGES			
513-1 · General Liability Insurance	<u>0.00</u>	<u>19,535.00</u>	<u>0.0%</u>

Bigfork Fire District
Profit & Loss Budget vs. Actual
July through August 2015

	<u>Jul - Aug 15</u>	<u>Budget</u>	<u>% of Budget</u>
Total 500 · FIXED CHARGES	0.00	19,535.00	0.0%
900-1 · CAPITAL OUTLAY			
940-2 · New Ambulance	0.00	0.00	0.0%
920-2 · Building Improvements	4,662.00	70,500.00	6.6%
940-1 · Machinery & Equipment	0.00	72,500.00	0.0%
Total 900-1 · CAPITAL OUTLAY	4,662.00	143,000.00	3.3%
Total 420410 · ADMINISTRATION	71,093.63	716,185.00	9.9%
Total 420400 · FIRE PROTECTION & CONTROL	71,093.63	716,185.00	9.9%
420430 · PERSONNEL TRAINING			
380-1 · Training	713.46	7,000.00	10.2%
Total 420430 · PERSONNEL TRAINING	713.46	7,000.00	10.2%
420440 · FIRE PREVENTION			
210-5 · Fire Prevention Supplies	150.00	3,500.00	4.3%
Total 420440 · FIRE PREVENTION	150.00	3,500.00	4.3%
420460 · FIRE SUPPRESSION			
100-1 · Volunteer Stipend			
105-1 · Pay Per Call/On Call Stipend	9,575.15	15,000.00	63.8%
Total 100-1 · Volunteer Stipend	9,575.15	15,000.00	63.8%
205-1 · Recruiting	0.00	500.00	0.0%
Total 420460 · FIRE SUPPRESSION	9,575.15	15,500.00	61.8%
Total 420000 · PUBLIC SAFETY	104,405.81	824,185.00	12.7%
420490 · DEBT SERVICE			
600 · DEBT SERVICE			
620-2 · Interest of LTD-342 Loan	1,648.11	3,212.61	51.3%
610-2 · Principal of LTD-342 Loan	48,351.89	96,787.39	50.0%
Total 600 · DEBT SERVICE	50,000.00	100,000.00	50.0%
Total 420490 · DEBT SERVICE	50,000.00	100,000.00	50.0%
Total Expense	154,405.81	924,185.00	16.7%
Net Ordinary Income	-64,303.53	-235,832.00	27.3%
Other Income/Expense			
Other Income			
38 · OTHER FINANCING SOURCES			
381072 · Proceeds sale of capital asset	0.00	0.00	0.0%
Total 38 · OTHER FINANCING SOURCES	0.00	0.00	0.0%
Total Other Income	0.00	0.00	0.0%
Net Other Income	0.00	0.00	0.0%

10:33 AM
09/10/15
Cash Basis

Bigfork Fire District
Profit & Loss Budget vs. Actual
July through August 2015

	<u>Jul - Aug 15</u>	<u>Budget</u>	<u>% of Budget</u>
Net Income	<u>-64,303.53</u>	<u>-235,832.00</u>	<u>27.3%</u>

BIGFORK FIRE DEPARTMENT

Originated by C. Wood

SEP 16 2015

Approved By
Chief W Date 9/10/15
Trustee JP Date 9/16/15

10:22 AM
09/10/15
Cash Basis

Bigfork Fire District
Balance Sheet

As of August 31, 2015

* Not reconciled with county fund * As of 9/10/15 *
No taxes added

Aug 31, 15

ASSETS

Current Assets

Checking/Savings

101000 · CASH ALL FUNDS

1010001 · GENERAL FUND

1010011 · General-Glacier Bank - County

466,673.99

1011001 · General-Retirement Savings

305.34

Total 1010001 · GENERAL FUND

466,979.33

1020000 · RESTRICTED CASH

1020003 · Ralph Barton Trust Fund-Flathead

31,529.71

Total 1020000 · RESTRICTED CASH

31,529.71

Total 101000 · CASH ALL FUNDS

498,509.04

Total Checking/Savings

498,509.04

Accounts Receivable

110000 · TAXES RECEIVABLE

1100021 · Lake County Taxes Receivable

24,447.81

1100011 · Flathead county Taxes receivable

146,391.29

110000 · TAXES RECEIVABLE - Other

-170,839.10

Total 110000 · TAXES RECEIVABLE

0.00

Total Accounts Receivable

0.00

Other Current Assets

122020 · Accounts Receivable-Fire 3rd Par

16,448.35

122010 · Accounts Receivable-EMS 3rd Par

197,363.28

170001 Payroll Tax Overpayment

-230.00

Total Other Current Assets

213,581.63

Total Current Assets

712,090.67

Fixed Assets

180000 · CAPITAL ASSETS-ALL FUNDS

1800001 · GENERAL FUND

1820001 · Building

1,095.68

1860001 · Equipment-Fixed Assets

1,879,303.88

Total 1800001 · GENERAL FUND

1,880,399.56

180000 · CAPITAL ASSETS-ALL FUNDS - Other

163,680.00

Total 180000 · CAPITAL ASSETS-ALL FUNDS

2,044,079.56

Total Fixed Assets

2,044,079.56

TOTAL ASSETS

2,756,170.23

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

206130 · ACCRUED PAYROLL PAYABLE

2061311 · Payroll-SWHMT

-543.00

2061321 · Payroll - UI

-152.84

2061381 · Retirement Payable

837.82

Total 206130 · ACCRUED PAYROLL PAYABLE

141.98

2230001 · Deferred Income-Revenues

211,707.50

Total Other Current Liabilities

211,849.48

Total Current Liabilities

211,849.48

Total Liabilities

211,849.48

Equity

271000 · Retained Earnings

575,841.72

1 · General fund

107,692.33

2 · Fire Dept Contribution Fund

11,938.14

3 · Ralph Barton Trust Fund

33,848.21

9500 · GFAAG ACCOUNT GROUP

1,879,303.88

Net Income

-64,303.53

Total Equity

2,544,320.75

TOTAL LIABILITIES & EQUITY

2,756,170.23

BIGFORK FIRE DEPARTMENT

Originated by C. Ward

SEP 16 2015

Approved By

Chief W Date 9/10/15

Trustee _____ Date _____

* 9/10/15 - still waiting for adjustment from Denning & Downey Associates *

Bigfork Fire District, Flathead County, Montana
 Long-term Debt
 Fiscal Year ending June 30, 2015

Long-Term Debt Lead Sheet

Long term debt is scheduled and traces back to the financial statements.

Governmental

Fund	Description	Origination Date	Interest Rate	Term of Bond	Final Maturity Date	Amount Issued	Annual Payment	Amount to date Capitalized	Balance June 30, 2015
Intercap Loans									
1000	Ladder Truck (Fire Truck Refinance)	2/15/12	varies	10 yrs	2/15/22	\$ 602,145	varies	\$ 602,145	\$ 265,882

Compensated Absences - All

Fund	Description	Balance June 30, 2015
Compensated Absences Payable		
GW	Governmental type	\$ 19,867

BIGFORK FIRE DEPARTMENT
 Originated by C. Moore

SEP 16 2015

Approved By W Chief Date 9/16/15
 Trustee _____ Date _____

Bigfork Fire District

Refinance 342 Ladder Truck----2393-01

Total Loan Commitment: \$602,144.99

Final Payment: 02/15/2022



of payments: 20 Date of this Draw: 01/27/2012 Date of Agreement: 01/27/2012

Payment Due	Interest Rate	#Days Due	Interest Payment	Principal Payment	Ex princ pd	Loan Balance	Total Amount of Payment	Year
BEGINNING BALANCE*						\$602,144.99		
2/15/2012	1.95%	19	\$611.22			\$602,144.99		
8/15/2012	1.25%	182	\$3,742.84	\$99,257.16		\$502,887.83	\$103,611.22	
2/15/2013	1.25%	184	\$3,160.22	\$44,728.56		\$458,159.27	\$47,888.78	
8/15/2013	1.00%	181	\$2,271.97	\$47,728.03		\$410,431.24	\$50,000.00	
2/15/2014	1.00%	184	\$2,069.02	\$47,930.98		\$362,500.26	\$50,000.00	
8/15/2014	1.00%	181	\$1,797.60	\$48,202.40		\$314,297.86	\$50,000.00	
2/15/2015	1.00%	184	\$1,584.41	\$48,415.59		\$265,882.27	\$50,000.01	June 30th 2015-Balance
8/15/2015	1.25%	181	\$1,648.11	\$17,603.68	\$30,748.21	\$217,530.98	\$50,000.00	FY16
2/15/2016	1.25%	184	\$1,564.50	\$17,730.22	\$30,705.28	\$169,094.88	\$50,000.00	FY16
8/15/2016	0.00%	182	\$0.00	\$17,938.51	\$32,061.49	\$119,094.88	\$50,000.00	FY17
2/15/2017	0.00%	184	\$0.00	\$18,087.21	\$31,912.79	\$69,094.88	\$50,000.00	FY17
8/15/2017	0.00%	181	\$0.00	\$18,293.72	\$31,706.28	\$19,094.88	\$50,000.00	FY18
2/15/2018	0.00%	184	\$0.00	\$18,438.48	\$656.40	\$0.00	\$19,094.88	FY18
8/15/2018	0.00%	181	\$0.00			\$0.00		
2/15/2019	0.00%	184	\$0.00			\$0.00		
8/15/2019	0.00%	181	\$0.00			\$0.00		
2/15/2020	0.00%	184	\$0.00			\$0.00		
8/15/2020	0.00%	182	\$0.00			\$0.00		
2/15/2021	0.00%	184	\$0.00			\$0.00		
8/15/2021	0.00%	181	\$0.00			\$0.00		
2/15/2022	0.00%	184	\$0.00			\$0.00		

BIGFORK FIRE DEPARTMENT

Originated by C. Norred

SEP 16 2015

Approved By Chief Date 9/16/15
Trustee _____ Date _____

109133000
109133006 9999DT8Z2

BOARD OF INVESTMENTS
ANNUAL AJUSTABLE RATE TENDER OPTION
MUNICIPAL FINANCE CONSOLIDATION ACT BONDS
(INTERCAP REVOLVING PROGRAM) SER 2007

MUNICIPALITY: BIGFORK FIRE DIST
TOTAL LOAN COMMITMENT: \$ 602,144.99
TOTAL DRAWS TO DATE: \$ -
THIS DRAW DOWN: \$ 602,144.99
REMAINING LOAN COMMITMENT: \$ -
PROJECT: REFINANCE LADDER TRUCK

FINAL PAYMENT: 2/15/2022
OF PAYMENTS: 20
LOAN/DRAW NUMBER: 2393-01
DATE OF THIS DRAW 1/27/2012
DATE OF AGREEMENT: 1/27/2012

PAYMENT DUE	INTEREST RATE	# DAYS DUE	INTEREST PAYMENT	PRINCIPAL PAYMENT	O/S LOAN BALANCE	TOTAL AMOUNT OF PAYMENT
* BEGINNING BALANCE *						
2/15/2012	1.950%	19	611.22	-	602,144.99	
8/15/2012	1.250%	182	3,742.84	99,257.16	602,144.99	No payment due
2/15/2013	1.250%	184	3,160.22	44,728.56	502,887.83	\$103,611.22
8/15/2013	1.000%	181	2,271.97	47,728.03	458,159.27	\$47,888.78
2/15/2014	1.000%	184	2,069.02	47,930.98	410,431.24	\$50,000.00
8/15/2014	1.000%	181	1,797.60	48,202.40	362,500.26	\$50,000.00
2/15/2015	1.000%	184	1,584.41	48,415.59	314,297.86	\$50,000.01
8/15/2015	1.250%	181	1,648.11	17,603.68	265,882.27	\$50,000.00
2/15/2016	1.250%	184	1,564.50	17,730.22	248,278.59	\$19,251.79
8/15/2016	0.000%	182	0.00	17,938.51	230,548.37	\$19,294.72
2/15/2017	0.000%	184	0.00	18,087.21	212,609.85	\$0.00
8/15/2017	0.000%	181	0.00	18,293.72	194,522.64	\$0.00
2/15/2018	0.000%	184	0.00	18,438.48	176,228.92	\$0.00
8/15/2018	0.000%	181	0.00	18,648.92	157,790.44	\$0.00
2/15/2019	0.000%	184	0.00	18,803.05	139,141.52	\$0.00
8/15/2019	0.000%	181	0.00	19,011.07	120,338.47	\$0.00
2/15/2020	0.000%	184	0.00	19,174.77	101,327.40	\$0.00
8/15/2020	0.000%	182	0.00	19,377.46	82,152.63	\$0.00
2/15/2021	0.000%	184	0.00	19,556.08	62,775.16	\$0.00
8/15/2021	0.000%	181	0.00	19,756.80	43,219.08	\$0.00
2/15/2022	0.000%	184	0.00	23,462.27	23,462.27	\$0.00
					0.00	\$0.00

BIGFORK FIRE DEPARTMENT

Originated by Board of Investment

SEP 16 2015

Approved By
Chief CU Date 9/10/15
Trustee JP Date 9/16/15

BIGFORK FIRE DISTRICT
810 GRAND DRIVE
BIGFORK, MT 59911

PLEASE REMIT TO:
US BANK TRUST SPA LOCKBOX CM9695
1200 ENERGY PARK DRIVE
ST PAUL, MN 55108

**Bigfork Fire District
Compensated Absences
As of June 30, 2015**

Name	Hourly Rate	VL & Comp Accum	VL Pay (b*c)	SL Accum	SL Pay (e*b*.25)	Total VL & SL	FICA/Medi 0.0765	PERS 0.068	UI 0.0035	Total as Calculated
Cameron Bradley	\$13.00	5.15	\$66.95	12.35	\$40.14	\$107.09	\$8.19		\$0.37	\$115.65
Joshua Cox	\$11.00	53	\$583.00	79	\$217.25	\$800.25	\$61.22		\$2.80	\$864.27
Craig Hamilton	\$13.00	159.66	\$2,075.58	7.98	\$25.94	\$2,101.52	\$160.77		\$7.36	\$2,269.64
Todd Hartman	\$13.00	44.25	\$575.25	35.15	\$114.24	\$689.49	\$52.75		\$2.41	\$744.65
Wayne Loeffler	\$18.28	201.18	\$3,677.57	402.22	\$1,838.15	\$5,515.72	\$421.95		\$19.31	\$5,956.97
Cindy Norred	\$12.61	123.22	\$1,553.80	53.18	\$167.65	\$1,721.45	\$131.69		\$6.03	\$1,859.17
Tracy Norred	\$8.08	84.56	\$683.24	54.16	\$109.40	\$792.65	\$60.64		\$2.77	\$856.06
Ron Schlegel	\$13.26	66.5	\$881.79	52.8	\$175.03	\$1,056.82	\$80.85		\$3.70	\$1,141.37
Rod Schmidt	\$14.79	158.86	\$2,349.54	333.85	\$1,234.41	\$3,583.95	\$274.17		\$12.54	\$3,870.67
Doug Smith	\$13.00	0.75	\$9.75	63.65	\$206.86	\$216.61	\$16.57		\$0.76	\$233.94
Brodie Verworm	\$13.26	72.09	\$955.91	257.67	\$854.18	\$1,810.09	\$138.47		\$6.34	\$1,954.90
Totals:			\$9,981.41		\$4,983.24	\$18,395.63	\$1,407.27	\$0.00	\$64.38	\$19,867.28

BIGFORK FIRE DEPARTMENT

Originated by C. Norred

SEP 16 2015

Approved By [Signature] Date 9/16/15
 Chief _____ Date _____
 Trustee _____ Date _____

1:26 PM
09/09/15
Accrual Basis

**Bigfork Fire District
Expenses by Vendor Detail
August 2015**

Type	Date	Memo	Amount	Balance
*BCarter				
Check	08/03/2015	3 Shifts-July 2015	240.00	240.00
Total *BCarter			240.00	240.00
*COster				
Check	08/03/2015	8-Shifts, 6 hrs half shift, 4 calls, Training/Meetingx2-July 2015	755.02	755.02
Total *COster			755.02	755.02
*DElwell				
Check	08/03/2015	2-Call, Training/Meetingx2-July 2015	45.00	45.00
Total *DElwell			45.00	45.00
*JLarson				
Check	08/03/2015	5-Shifts, extra .50 hr-July 2015	403.34	403.34
Total *JLarson			403.34	403.34
*LCampbell				
Check	08/03/2015	3-Shifts, 3-Calls-July 2015	285.00	285.00
Total *LCampbell			285.00	285.00
*MHodges				
Check	08/03/2015	6-Shifts, Training/Meetingx2- July 2015	495.00	495.00
Total *MHodges			495.00	495.00
*MShea				
Check	08/03/2015	3-Calls-July 2015	45.00	45.00
Total *MShea			45.00	45.00
*RBoose				
Check	08/03/2015	2-Shifts, 4 calls, Training/Meetingx2- July 2015	235.00	235.00
Total *RBoose			235.00	235.00
*RBorges				
Check	08/03/2015	5-Calls, AC stipend July 2015	675.00	675.00
Total *RBorges			675.00	675.00
*SAnderson				
Check	08/03/2015	10-Calls, Training/Meetingx2-July 2015	165.00	165.00
Total *SAnderson			165.00	165.00
*TGembala				
Check	08/03/2015	5-Shift, Administrative liaison stipend-July 2015	800.00	800.00
Total *TGembala			800.00	800.00
Bigfork Harvest Foods				
Check	08/17/2015	Plastic cups, garbage bags, zip lock baggies, ice, charcoal	582.55	582.55
Total Bigfork Harvest Foods			582.55	582.55
Bigfork School District 38				
Check	08/03/2015	Wayne Loeffler Health Insurance-Aug 2015	568.00	568.00
Total Bigfork School District 38			568.00	568.00
Bigfork Water & Sewer				
Check	08/17/2015	Bigfork hall water and sewer-July	331.88	331.88
Check	08/17/2015	Fire hydrant charges-July	246.00	577.88
Total Bigfork Water & Sewer			577.88	577.88
CenturyLink				
Check	08/03/2015	July 18th-Aug17th 2015-Phone, Emails, Internet-- Bigfork Hall	306.12	306.12
Total CenturyLink			306.12	306.12
Chrysler & Gordon CPAs PLLC				
Check	08/03/2015	Note Voided-previous check-#17825--Review quickbooks an...	240.00	240.00
Total Chrysler & Gordon CPAs PLLC			240.00	240.00
Cindy Norred				
Check	08/17/2015	Staples receipt - binders, envelopes	65.75	65.75
Check	08/17/2015	Costco - coffee, tissue paper	26.98	92.73

1:26 PM
09/09/15
Accrual Basis

Bigfork Fire District
Expenses by Vendor Detail
August 2015

Type	Date	Memo	Amount	Balance
Total Cindy Norred			92.73	92.73
Deluxe Business Checks and Solutions				
Check	08/17/2015	#1,000 Laser checks, #200 deposit ticket books	273.98	273.98
Total Deluxe Business Checks and Solutions			273.98	273.98
First Bankcard				
Check	08/19/2015	322-Vent	42.90	42.90
Check	08/19/2015	Selp Query-Jeremy & Kassandra Patton	10.00	52.90
Check	08/19/2015	Training Lodging Jeremy Patton	139.23	192.13
Check	08/19/2015	National EMR Renewal-Wayne Loeffler	10.00	202.13
Check	08/19/2015	Echo Lake Hall-Trim for Roof	72.93	275.06
Check	08/19/2015	Training Lodging Josh Cox and Chad Oster	139.23	414.29
Check	08/19/2015	Apple Ipad black case and white case	68.37	482.66
Check	08/19/2015	one touch glucose 100 strips	122.43	605.09
Check	08/19/2015	Apps for Ipads, Pedi Safe, Extracation Zones Pro, Fire Flow,...	40.95	646.04
Check	08/19/2015	Need to talk to Jeremy Patton????-Per Chief no receipt	1.99	648.03
Check	08/19/2015	Self Query-Seth Anderson-Per Chief no receipt	5.00	653.03
Total First Bankcard			653.03	653.03
Flathead Electric Co-op Inc.				
Check	08/17/2015	Bigfork - 299.00, Woodsbay - 45.00, Echo Lake - 48.00	392.00	392.00
Total Flathead Electric Co-op Inc.			392.00	392.00
Health Care Service Corporation				
Check	08/03/2015	August 2015 Health Insurance-josh , Cindy, Brodie	1,461.71	1,461.71
Total Health Care Service Corporation			1,461.71	1,461.71
J2 Office Products				
Check	08/03/2015	Office - monthly printer maintenance fees-August	109.58	109.58
Check	08/03/2015	White rolls of towels-2 cases	109.30	218.88
Total J2 Office Products			218.88	218.88
Kalispell Medical Equipment				
Check	08/19/2015	Medical supplies- oxygen cylinder refills 10-D, 2 E month of ...	141.24	141.24
Total Kalispell Medical Equipment			141.24	141.24
Kroll				
Check	08/17/2015	Amy Mazzarisi	65.45	65.45
Total Kroll			65.45	65.45
Lord Abbett				
Check	08/04/2015	ACH Lord Abbett	844.82	844.82
Total Lord Abbett			844.82	844.82
Mahugh Fire & Safety				
Check	08/17/2015	Full brim white billard helmet	60.00	60.00
Total Mahugh Fire & Safety			60.00	60.00
Montana Athletic Club				
Check	08/17/2015	Gembala (4), Larson (5), R. Tracy (4)	26.00	26.00
Total Montana Athletic Club			26.00	26.00
Montana State Fund				
Check	08/17/2015	Payroll Report 5/1/15-7/1/15, Installment 5/1/15-5/1/16	2,344.58	2,344.58
Total Montana State Fund			2,344.58	2,344.58
Nelson Electric Inc.				
Check	08/03/2015	Echo Lake Electrical work-project	372.53	372.53
Total Nelson Electric Inc.			372.53	372.53
New England Lighting				
Check	08/19/2015	2-LED Tube bulbs	63.05	63.05
Total New England Lighting			63.05	63.05
Nivindel, LLC				
Check	08/17/2015	Remote support of Waynes computer	25.00	25.00

1:26 PM
09/09/15
Accrual Basis

Bigfork Fire District
Expenses by Vendor Detail
August 2015

Type	Date	Memo	Amount	Balance
Total Nivindel, LLC			25.00	25.00
NorthWestern Energy				
Check	08/17/2015	Bigfork Hall - July	25.05	25.05
Check	08/17/2015	Woods Bay - July	23.22	48.27
Total NorthWestern Energy			48.27	48.27
Occupational Health Services KRH				
Check	08/17/2015	Amy Mazzarisi	216.00	216.00
Total Occupational Health Services KRH			216.00	216.00
Park Bottling Co.				
Check	08/17/2015	July soda	59.00	59.00
Total Park Bottling Co.			59.00	59.00
Pintler Billing Services				
Check	08/17/2015	July billing charges	2,291.73	2,291.73
Total Pintler Billing Services			2,291.73	2,291.73
Republic Services #889				
Check	08/17/2015	Trash pick-up	62.22	62.22
Total Republic Services #889			62.22	62.22
Sage Payment Solutions				
Check	08/01/2015	July Processing Fees	60.99	60.99
Total Sage Payment Solutions			60.99	60.99
Sliters				
Check	08/03/2015	SS clamps	4.07	4.07
Total Sliters			4.07	4.07
Staples Credit Plan				
Check	08/17/2015	8.5 x 11 paper, highlighters, scissors, stapler	118.97	118.97
Total Staples Credit Plan			118.97	118.97
The UPS Store # 2556				
Check	08/17/2015	EMR Paperwork for Borges	7.95	7.95
Total The UPS Store # 2556			7.95	7.95
TNT Truck Parts				
Check	08/03/2015	341-Throttle Sensor	177.40	177.40
Total TNT Truck Parts			177.40	177.40
Total Screen Design & Embroidery				
Check	08/17/2015	#35 S thru XL-\$297.50, #5 2X - \$47.50	345.00	345.00
Total Total Screen Design & Embroidery			345.00	345.00
Valley Ford, Inc.				
Check	08/03/2015	Oil Change 325	91.43	91.43
Check	08/17/2015	Ford F450 oil and lube maintenance	124.48	215.91
Total Valley Ford, Inc.			215.91	215.91
Verizon Wireless				
Check	08/03/2015	Jun 22nd--July 21st 2015--Mifi Charges	160.06	160.06
Total Verizon Wireless			160.06	160.06
Wayne E. Loeffler				
Check	08/19/2015	TP-Costco Receipt	15.99	15.99
Check	08/19/2015	Oil Change 364- Used his card on accident	48.00	63.99
Check	08/19/2015	Training Class July 18th 2015	120.00	183.99
Total Wayne E. Loeffler			183.99	183.99
WEX				
Check	08/03/2015	EMS Fuel July 2015	613.12	613.12
Check	08/03/2015	Fire Fuel July 2015	613.12	1,226.24
Total WEX			1,226.24	1,226.24
Woods Bay Water				

1:26 PM

09/09/15

Accrual Basis

Bigfork Fire District
Expenses by Vendor Detail
August 2015

Type	Date	Memo	Amount	Balance
Check	08/03/2015	Woodsbay Hall water/sewer July 2015	48.75	48.75
Total Woods Bay Water			48.75	48.75
Zoll Medical Corp				
Check	08/17/2015	3 Extended warranty - Sept 1, 2015 to August 31, 2018	5,918.50	5,918.50
Total Zoll Medical Corp			5,918.50	5,918.50
TOTAL			24,597.96	24,597.96

BIGFORK FIRE DEPARTMENT

Originated by C. W. W. W.

SEP 16 2015

Approved By

Chief W Date 9/10/15
Trustee JP Date 9/16/15

Chief Report
Trustee Meeting
September 16, 2015

- 1) Water source agreements within fire district
 - A. Averill
 - B. Sape
 - C. Crane Mountain Estates
 - D. Chairman sign Mutual Agreement with Finley Point Fire Department
- 2) 911 stand
 - A. \$942.00
- 3) FOBF fund raiser
 - A. Unofficially \$18,000.00
- 4) Hose test complete, 11,800 feet, 2 hoses failed, Average age of hose is 22 years old.
- 5) Pump test completed, today
- 6) Update on 325
- 7) Fire Prevention
 - A. Week of October 4-10, Open House Weds, Oct. 7, 6:00pm-7:30pm
 - B. Swan River School, Thurs, Oct. 8
 - C. Bigfork Elementary School, Fri, Oct. 9
- 8) Facility lighting
 - A. Fixtures ordered
 - B. Estimated incentive \$3,400.00
 - C. Should cost around \$6,000
- 9) Structure protection at Essex (Chad, Jeremy P, Jeremy S, Josh)
- 10) In October, we will have maintenance on SCBA packs and masks.

FLATHEAD COUNTY BUDGET ESTIMATES FY 2016

FUND NAME: BIGFORK FIRE

FUND NUMBER: 7205

		Prior Year Budget FY15	Dept Request	Final Budget FY16
NON-TAX REVENUE				
Billing Income		\$ 230,000	\$ 230,000	\$ 230,000
Donations		3,500	3,500	3,500
EMS-Flathead County		25,000	25,000	27,000
EMS-Lake County		2,500	2,500	2,500
Entitlement-Flathead County		27,913	27,913	28,751
Entitlement-Lake County		5,562	5,562	6,473
Insurance Dividends		300	300	300
Interest Revenue		4,500	4,500	4,500
Membership Donations		6,500	6,500	6,500
Other Income		500	500	500
State Insurance Refund		300	300	300
Total Non-Tax Revenue		\$ 306,575	\$ 306,575	\$ 310,324
TAX REVENUE				
	Mill Levy			
Flathead Co Tax/Assessment Revenue =	17.2	\$ 292,804	\$ 292,804	\$ 299,412
Flathead Co 2015 Taxable Value =	17,407,666			
Lake Co Tax/Assessment Revenue =	17.56	\$ 88,974	\$ 88,974	\$ 89,846
Lake Co 2015 Taxable Value =	5,116,514			
Total Tax Revenue		\$ 381,778	\$ 381,778	\$ 389,258
TOTAL REVENUE		\$ 688,353	\$ 688,353	\$ 699,582
OTHER RESOURCES				
Cash available @ June 30th		\$ 788,418	\$ 545,840	\$ 545,535
Lake Co Cash Available @ June 30th		7,156		7,740
Less outstanding warrants @ June 30th		10,033	6,122	6,122
Total Other Resources		\$ 785,540	\$ 539,718	\$ 547,153
TOTAL RESOURCES		\$ 1,473,893	\$ 1,228,071	\$ 1,246,735

BIGFORK FIRE DEPARTMENT

Originated by Flathead County

SEP 16

Approved: [Signature] 9/16/15
 Chief: [Signature]
 Custodian: [Signature] 9/16/15

FLATHEAD COUNTY BUDGET ESTIMATES FY 2016

FUND NAME: BIGFORK FIRE

FUND NUMBER: 7205

	Prior Year Budget FY15	Dept Request	Final Budget FY16
MAINTENANCE & OPERATION EXPENDITURES			
342 Loan Pay	\$ 100,000	\$ 100,000	\$ 100,000
Accounting & Auditing	20,200	10,000	10,000
Ambulance Equipment Maint	15,000	25,000	25,000
Background Checks	3,000	1,000	1,000
Billing Service Fess (8% of collections to billing co)	17,200	18,400	18,400
Billing Service Refunds	10,000	6,000	6,000
Compensated Absences	20,000	20,000	20,000
Donations/Gifts	100	100	100
EMS Personnel Supplies PPE	3,000	3,000	3,000
FICA	19,000	23,000	23,000
Fire Equipment Maint	25,000	25,000	25,000
FIRE Personnel Supplies PPE	10,500	10,500	10,500
Food-District Rehabilitation Expenses	750	750	750
Fuel for Ambulance	13,000	11,000	11,000
Fuel for Apparatus	10,000	8,500	8,500
General Liability Insurance	19,400	19,535	19,535
Health & Wellness	5,000	9,000	9,000
Medical Insurance	30,500	46,200	46,200
Medical Supplies	15,000	18,000	18,000
Membership Fund Espenses	6,500	6,500	6,500
Merchant Bank Fees	1,500	1,500	1,500
MT Mutual Aid	600	600	600
Office Expenses	15,000	13,000	13,000
Operation Station Supplies	9,000	8,000	8,000
Prevention	3,500	3,500	3,500
Propane	3,500	3,500	3,500
Radio Services	6,000	6,000	6,000
Real Estate/Landfill Taxes	100	100	100
Recruiting	500	500	500
Retirement	5,000	12,000	12,000
Salary & Wages	245,000	303,000	303,000
Telephone & DSL	6,000	6,000	6,000
Training	10,000	7,000	7,000
Unemployment Expense	2,000	2,000	2,000
Utilities	13,000	13,000	13,000
Volunteer Stipend	75,000	15,000	15,000
Workmans Comp	30,000	25,000	25,000
Total Maintenance & Operation Expenditures	\$ 768,850	\$ 781,185	\$ 781,185
CAPITAL OUTLAY			
Department Equipment/Apparatus/Building Improvements	\$ 365,000	\$ 143,000	\$ 160,000
Total Capital Outlay*See attached list	\$ 365,000	\$ 143,000	\$ 160,000
TOTAL EXPENDITURES	\$ 1,133,850	\$ 924,185	\$ 941,185
CASH RESERVE (Flathead Co & Lake County)	\$ 340,043	\$ 303,886	\$ 305,550

AUTHORIZED SIGNATURE: _____



Bigfork Fire District

810 Grand Dr, Bigfork, MT 59911

406-837-4590 406-837-4690(fax)

www.bigforkfire.com

09/16/2015

Bigfork Fire Department Capital Outlay planned purchases for fiscal 2016:

Facility Maintenance

- 1) \$8,500.00 to paint station 31
- 2) \$10,000.00 to replace all light fixtures in all three stations
- 3) \$62,000.00 to put in new vehicle exhaust system at station 31

Building Improvements at Echo Lake

- 1) \$7000.00

Apparatus/Equipment

- 1) \$72,500.00

TOTAL=160,000.00

Wayne Loeffler Chief
Bigfork Fire Department

BIGFORK FIRE DEPARTMENT

Originated by Loeffler

SEP 16 2015

Approved By
Chief WL Date 9/16/2015
Trustee SP Date 9/16/15

[illegible]

The Capital Outlay Committee would like to put \$100,000 per year into Apparatus, \$25,500 per year into Equipment and \$25,000 per year into Facilities



Bigfork Fire District

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406-837-4590 406-837-4690(fax)

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Resolution NO. 2016-1

A resolution for Fund 7205 authorizing an increase of \$17,000 to the capital outlay budget.

Whereas, the Bigfork Fire District currently has \$143,00.00 in the capital outlay budget. The Bigfork Fire District is projected to have an additional \$17,000 in cash reserves fiscal year ending June 30th 2016.

Therefore, be it resolved by Bigfork Fire District Board of Trustees, amends the FY 2016 budget to reflect the line item change described above and authorizes the total increase to the capital outlay budget of \$17,000. After which the capital outlay budget will be set at \$160,000 total. Plan for capital outlay is attached for the \$160,000.

Adopted this 16th day of September, 2015

BIGFORK FIRE DISTRICT

BOARD OF TRUSTEES

ATTEST:

By: _____
Chairman, Zack Anderson

By: _____
Secretary, Jeremy Patton

BIGFORK FIRE DEPARTMENT

Originated by C. Norero

SEP 16 2015

Approved By
Chief [Signature] Date 9/16/15
Trustee JP Date 9/16/15

Pintler Billing Services
P O Box 2458 ~ Eureka, MT 59917
(406) 889-5882 office ~ (866) 340-2505 office
(406) 889-5233 fax ~ (866) 568-5945 fax
www.pintlerbillingservices.com

AGREEMENT for BILLING SERVICES

THIS AGREEMENT is made by and between Pintler Billing Services, hereinafter referred to as Billing Service, and Billing Service, effective October 1, 2015 and on this September 1, 2015 and

WHEREAS Billing Service and conditions **AND WHERE** parties, Billing Service as to purchase services upon the terms and conditions stated herein, and any previous agreement between these

SERVICES:

- Billing services, including information, complete patient care detail to enable coding to mandated standards, and/or any other pertinent information. Billing Service maintains electronic backup service that automatically backs up all s), billing documents, and any related printing web-based software unless otherwise agreed upon a change in delivery. Both parties of accounts receivables pertaining to billing, and all other JS Mail, or delivery in person at the Billing Service with true and accurate billing graphic information, patient insurance enable coding to mandated standards, and/or any other pertinent information. Billing Service maintains electronic backup service that automatically backs up all
- Practice information, complete patient care detail to enable coding to mandated standards, and/or any other pertinent information. Billing Service maintains electronic backup service that automatically backs up all
- available information, complete patient care detail to enable coding to mandated standards, and/or any other pertinent information. Billing Service maintains electronic backup service that automatically backs up all
- accurate information, complete patient care detail to enable coding to mandated standards, and/or any other pertinent information. Billing Service maintains electronic backup service that automatically backs up all
- Service information, complete patient care detail to enable coding to mandated standards, and/or any other pertinent information. Billing Service maintains electronic backup service that automatically backs up all
- Service information, complete patient care detail to enable coding to mandated standards, and/or any other pertinent information. Billing Service maintains electronic backup service that automatically backs up all
- copies of signed contract. Please sign & return 1 for our records. Also please send updated Board policy authorizing this change. Thank you! Sessie
- data information, complete patient care detail to enable coding to mandated standards, and/or any other pertinent information. Billing Service maintains electronic backup service that automatically backs up all
- Billing information, complete patient care detail to enable coding to mandated standards, and/or any other pertinent information. Billing Service maintains electronic backup service that automatically backs up all
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- from information, complete patient care detail to enable coding to mandated standards, and/or any other pertinent information. Billing Service maintains electronic backup service that automatically backs up all
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- Service information, complete patient care detail to enable coding to mandated standards, and/or any other pertinent information. Billing Service maintains electronic backup service that automatically backs up all
- plans information, complete patient care detail to enable coding to mandated standards, and/or any other pertinent information. Billing Service maintains electronic backup service that automatically backs up all
- to Practice information, complete patient care detail to enable coding to mandated standards, and/or any other pertinent information. Billing Service maintains electronic backup service that automatically backs up all
- will negotiate payment plans with patients and insurance companies per Practice's stated policies. Past due accounts will be sent to Centron Services, a Montana collections agency, at the direction of the Practice.
- Billing Service will provide a PO Box in Eureka as a payment address for remittance of physical payments. Billing Service will initiate address changes with insurance carriers and update statements with new payment address. Billing Service will also initiate EFT (Electronic Funds Transfer) payments when possible, and will continue to provide Practice with detailed explanation of payment information for direct deposit payments. Practice agrees to assist Billing Service where necessary in changing the payment address, particularly when insurance

Pintler Billing Services
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(406) 889-5233 fax ~ (866) 568-5945 fax
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AGREEMENT for BILLING SERVICES

THIS AGREEMENT is made by and between Pintler Billing Services, hereinafter referred to as Billing Service, and Bigfork Fire District, hereinafter referred to as Practice, on this September 1, 2015 and effective October 1, 2015.

WHEREAS Billing Service agrees to provide and Practice agrees to purchase services upon the terms and conditions in accordance with the schedule and other provisions stated herein,

AND WHEREAS this Agreement supersedes and replaces in full any previous agreement between these parties, Billing Service and Practice agree to the following:

SERVICES:

- Billing Service will receive Patient Care Reports (PCR's), billing documents, and any related pertinent information from Practice via Emergency Reporting web-based software unless other arrangements have been made and both parties have agreed upon a change in delivery. Both parties agree to use of secure web portal for transmission of accounts receivables communications, delivery and receipt of reports, messages pertaining to billing, and all other communication. This does not preclude the use of fax, US Mail, or delivery in person at the discretion of either party. Practice shall provide Billing Service with true and accurate billing information, including but not limited to patient demographic information, patient insurance company information, complete patient care detail to enable coding to mandated standards, payments received, referral or authorization numbers, and/or any other pertinent information. Practice also agrees to provide Billing Service with any new/updated information as it becomes available. Practice warrants that all information provided for billing purposes will be true and accurate to the best of their knowledge. Practice will keep original documents and provide Billing Service with clear copies in either paper or electronic form. All documents provided to Billing Service will become the sole property of Billing Service. Billing Service maintains electronic copies of all billing documents utilizing a remote back-up service that automatically backs up all data nightly.
- Billing Service will process and submit Practice's claims, electronically or on paper (as required by payer), to insurance carriers on a schedule that will be upon receipt of billing information and never more than three (3) business days after billing information is received by Billing Service from Practice. Claims submitted will be tracked and any delinquent claims will be pursued. Aging reports will be generated monthly and outstanding claims and accounts worked. Billing Service will bill patients monthly for co-payments or private payments due to Practice. Payment plans for patients will be tracked and delinquent patient accounts will be presented in report form to Practice for consideration of collection action. At the direction of the Practice, Billing Service will negotiate payment plans with patients and insurance companies per Practice's stated policies. Past due accounts will be sent to Centron Services, a Montana collections agency, at the direction of the Practice.
- Billing Service will provide a PO Box in Eureka as a payment address for remittance of physical payments. Billing Service will initiate address changes with insurance carriers and update statements with new payment address. Billing Service will also initiate EFT (Electronic Funds Transfer) payments when possible, and will continue to provide Practice with detailed explanation of payment information for direct deposit payments. Practice agrees to assist Billing Service where necessary in changing the payment address, particularly when insurance

Pintler Billing Services Contract 2015

companies require documentation or participation from Practice. Practice further agrees to provide deposit slips and stamp for Glacier Bank account where payments shall be deposited on a schedule at least weekly. A detailed report of the deposit items will be sent via secure web portal to the Practice office for reference and archival purposes. Practice agrees to continue to forward copies to Billing Service of any payment inadvertently sent directly to Practice within 1 (one) week of receipt of such payment.

- Billing Service will generate monthly reports detailing activity related to claims and patient billing, including: aging, total revenue, total charges, total adjustments, patients receiving statements, and any others agreed upon between Practice and Billing Service. Billing Service will provide a telephone number for questions and inquiries from patients. All questions from patients and staff will be answered promptly.
- Billing Service will perform verification of patient benefits for Practice upon receipt of complete patient insurance and demographic information. Practice will be responsible for prior authorizations and referral procurement, although Billing Service shall inform and educate Practice of requirements for authorizations and referrals whenever possible. Billing Service is not responsible for denied claims due to policy exclusions, benefit limits, etc.
- Billing Service will investigate and, as necessary, dispute any refund requests by insurance companies made to Practice. In the event that a refund is due, Practice agrees to pay refund amount to insurance company. Billing Service shall refund percentage billed to Practice, if any, on amounts collected by, and subsequently refunded, by Practice.

CHARGES:

- Practice agrees to pay Billing Service for herein described services at a rate of 7% of amount received by Practice from all revenue. Billing Service will provide a monthly report with monthly statement detailing all transactions that have occurred. Billing Service will invoice Practice at the beginning of each month for the previous months' claims. Payment will be due within 10 days of receipt of statement.
- Practice will also be responsible for claims submission charges and cost of sending patient statements. These charges may not exceed \$1.50 per patient statement per month and the clearinghouse charge of \$33 per month. In the event that additional services are requested by Practice an addendum to this Agreement will be executed. Incurred costs will be detailed in a monthly invoice and may not exceed reasonable and necessary costs for processing claims and procuring payment for practice.
- Practice agrees to pay Billing Service within ten (10) working days from date of invoice. Billing Service reserves the right to suspend billing for consistent non-payment by Practice. Billing Service and Practice shall retain the right to review and possibly negotiate different terms as circumstances dictate. Any changes to the rate will be addressed in an addendum to this Agreement. Billing Service reserves the right to alter the rate of compensation upon submission of sixty (60) days written notice to Practice.

TERMS: Billing Service and Practice agree that this Agreement shall be valid for **one year**, and will automatically renew annually thereafter, unless either party requests a change in writing as detailed in Termination section. Billing Service agrees that any change in rates or terms shall, whenever possible, be submitted to Practice before or during the month of May of each year to accommodate the fiscal year of the County Government, which is July 1 through June 30, and such notice will allow Practice sufficient opportunity to adjust their budget as necessary. Billing Service and Practice both understand that in some unforeseen circumstances the requested prior notice may not be feasible, in which case both parties agree to mitigate any negative consequences which may result. It is further understood that the effective dates of the contract are not affected by this stipulation.

TERMINATION: This Agreement may be canceled by Practice by giving Billing Service thirty (30) days prior written notice. This Agreement may be canceled by Billing Service by giving Practice sixty

Pintler Billing Services Contract 2015

(60) days prior written notice. Upon termination of service, Practice agrees to remit immediately to Billing Service all charges and fees incurred to date. Billing Service maintains electronic copies of all billing information and will maintain these documents for 10 years after termination as dictated by law. Copies of billing documents will be available in electronic form from Billing Service at request of Practice upon termination of Agreement, at a rate of \$.05 per page. Billing Service reserves the right to retain all copies of records in cases where charges and fees are not paid in full by Practice.

LIMITATION OF LIABILITY: Practice agrees that the foregoing warranty is in lieu of all other warranties, expressed or implied, including but not limited to any implied warranty of merchantability, fitness or adequacy for any particular purpose or use, quality, productiveness or capacity. Practice further agrees that Billing Service shall not be liable to Practice or any person claiming through or under Practice for any expense of any kind whatsoever or for any lost profits or damages of any kind whatsoever caused and in no event shall Billing Service be liable for loss of business or other consequential damages even if Billing Service has been advised of the possibility of such damages. Billing Service has no liability to Practice if data or records are destroyed by fire, theft, acts of God, or other cause. In the event of system malfunction, for whatever reasons, or inability to access computer, Billing Service shall not be liable for damage to or loss of any Practice data that has been entered into the computer system. However, Billing Service will use its best efforts to minimize the possibility of such damage to or loss of Practice data by use of regular computer backup procedures. Practice agrees to hold Billing Service harmless from any liability resulting from violations of state or federal regulations relating to the extension of credit or handling of accounts receivable by Practice. Practice agrees to aid in the defense of Billing Service in any such state or federal proceeding. Billing Service certifies to Practice that Billing Service will make every effort to remain compliant with HIPAA regulations and as such will generate an "Associate Agreement" as required with HIPAA law.

WARRANTY: The warranty of Billing Service under this Agreement shall be limited to the re-running, at its expense, of any inaccurate reports or claims, as errors become apparent and where inaccuracies were caused solely as a result of the performance of Billing Service.

GENERAL: The term "this Agreement" as used herein includes any future written amendments, modifications, supplements or schedules duly executed by Billing Service and Practice. This Agreement will be governed by the laws of the state of Montana. Billing Service is entitled to reasonable attorney's fees for the enforcement of this Agreement at any stage of enforcement proceedings, including appeal. The waiver by either party of any default or breach of this Agreement shall not constitute a waiver of any subsequent default or breach of the same or of a different kind. This Agreement constitutes the whole contract between the parties and may be changed only by an addendum signed by both parties. Should any provision of this Agreement be unenforceable or against public policy, the parties agree that the remaining portions of the Agreement will be binding upon both parties.

Acceptance By:

Pintler Billing Services


Authorized Signature

Leslie Graves, Owner
Print Name and Title

9-4-15
Date


Authorized Signature

Print your Name and Title

Date

POCONO FIRE DEPARTMENT
Originated by Pintler Billing - Leslie Graves

SEP 16 2015

Chief no longer here.  Chief
Trustee JP Approved By _____ Date 9/16/15

**AMENDED BY-LAWS
BIGFORK FIRE DISTRICT TRUSTEES
May 2012 EDITION**

SECTION I

ARTICLE I - In accord with Section 11-2008, R.C.M. 1947, the Flathead County Commissioners established the Bigfork Fire District. In accord with Montana Code Annotated 2003, Title 7 Local Government, Chapter 33 Fire Protection, Part 21 Rural Fire Districts, the Bigfork Fire District has prepared and adopted these bylaws.

SECTION II

ARTICLE I - The purpose of this organization shall be to provide emergency services for the protection of life and property and to render all necessary and proper public services for the greater Bigfork area citizens and for other Montana citizens when requested through mutual aid.

SECTION III

ARTICLE I – BOARD ELECTION and ORGANIZATION

- A.** The affairs of the District shall be governed and managed by the Board of Trustees, composed of 5 members elected or appointed and qualified as provided in Montana Code Annotated 7-33-2106. Trustees can be either a volunteer fire fighter that receives reimbursement and no wage or a resident that resides in the District and elected as provided in 13-1-104(3) and 13-1-401 at an annual election held on school Election Day, the first Tuesday of May each year under the direction of the Flathead County Election Administrator. The term of office shall be 3 years beginning at the first district meeting following election. Candidates may be nominated by petition filed with the county election administrator at least 120 days before Election Day and signed by at least 5 electors of District. If the nominations are not made on or before the deadline, the Fire District will not be allowed to vote for candidates on a write-in basis but the Trustees will have to be appointed by action of the County Commissioners. All electors who reside in Bigfork Fire District, including any holder of title to lands within the District who present proof of interest in such land at polling place, shall be eligible to vote.
- B.** The Trustees shall organize at the first regular meeting following Election Day by choosing a chairman, a vice chairman, and appointing one member to act as secretary. They shall from time to time prepare, adopt and amend suitable bylaws.

 - 1. The **Chairman** shall preside at all meetings of the Trustees, direct the affairs of the District, bring before the Trustees such matters as require their attention and approval, perform or oversee all actions necessary, co-sign warrants, meeting minutes, and carry out such other

AMENDED BY-LAWS
BIGFORK FIRE DISTRICT TRUSTEES
May 2012 EDITION

duties as may be necessary. He will vote on each motion as a regular member of the board.

2. The **Vice Chairman** in the absence of the Chairman performs all the duties of that office.
 3. The **Secretary** shall oversee the complete record of the proceedings of all Trustee meetings and committees, the carrying on of correspondence, the filing of all records necessary for County and State, filing the approved budget with the County Clerk, attesting to Chairman signature on minutes, keeping an accurate account of expenditures and receipts and perform other such duties as may be required.
- C. Vacancies in office occur under the circumstances set forth in 2-16-501, including the failure to discharge one's duties for three consecutive months unless prevented from doing so due to illness or approved leave. Should a vacancy occur, the Flathead County Board of Commissioners shall appoint a person to fill the vacancy and the appointed shall hold office until the next regular election.

ARTICLE II - LEGAL AUTHORITY- The County Attorney shall be the legal advisor for the Trustees and the Bigfork Fire District, unless a conflict of interest exists that requires other representation.

ARTICLE III - POWER OF TRUSTEES

- A. The Trustees shall have the authority to provide adequate and standard firefighting and emergency response apparatus, equipment, personnel, housing, and facilities, including real property, for the protection of the district.
- B. The Trustees shall prepare annual budgets and request special levies for the budgets. The budget laws, Montana Codes, and procedures relating to Flathead and Lake Counties, as far as applicable, apply also to the Bigfork Fire District; however, the district budget is considered to be a part of the county budget.
- C. The trustees may establish a capital improvement fund for the replacement, improvement, and acquisition of property, facilities, or equipment that costs over \$5,000 and has a life expectancy of over 5 years.
- D. The Fire District Trustees may enter mutual aid agreements with proper authority of other fire districts, unincorporated and incorporated

**AMENDED BY-LAWS
BIGFORK FIRE DISTRICT TRUSTEES
May 2012 EDITION**

municipalities, state agencies, federal agencies, fire service areas, and governing bodies of other political subdivisions.

- E.** They shall appoint and form fire companies that have the same duties, exemptions, and privileges as other fire companies.
- F.** The Trustees shall appoint or approve the Bigfork Fire Chief, Assistant Chief/s, and all other paid employees. Each appointment shall be first made for a probationary term of 6 months and thereafter the trustees must consent/deny the appointment of the Chief, Assistant Chief/s, and all other paid employees by approved manner of selection.
- G.** The Trustees may suspend or terminate the Chief, Assistant Chief/s, or any member of the Bigfork Fire or employee of the District for neglect of duty or a violation of any of the rules and regulations of the Fire District or for any reason allowed by law.
 - 1.** The Trustees hereby delegate to the Chief of Bigfork Fire the authority to discipline members, up to suspension for three months, for neglect of duty or conduct in violation of any Handbook Policies, Rules, Regulations, or Standard Operating Guidelines. The Chief shall, upon making any suspension or recommendation to termination, give written notice detailing the reasons to the Trustees at the next regular meeting of the Trustees.
 - 2.** Upon a recommendation of termination, the Trustees will discuss and rule on the matter at their next regular meeting or within 20 days of the date of the Chief's written notice, whichever first occurs. The meeting shall be a closed, private meeting, unless the subject employee waives their right to privacy. The Chief and other officers of Bigfork Fire will present any information, facts, or witnesses in support of their recommendation for termination. The individual recommended for termination has the right to appear, to examine all of the evidence, to request witnesses, and may have an attorney present. The Trustees shall issue a written decision with reasons accepting, denying or modifying the recommendation of the Bigfork Fire Chief.
- H.** No Trustee shall enter into any agreement or transaction involving the collection or disbursement of taxpayer funds without first securing a simple majority public vote by the entire Board of Trustees.

ARTICLE IV - The trustees shall hold regular meetings the third Wednesday of every month to conduct business pertaining to the Fire District, unless otherwise scheduled and properly noticed.

a. All meetings and books of the District are open to the public. The public may attend all meetings of the Trustees, except those which may be closed in order to discuss personnel matters. The Trustees shall post a notice on or at the

AMENDED BY-LAWS
BIGFORK FIRE DISTRICT TRUSTEES
May 2012 EDITION

fire hall in Bigfork, Montana, similarly advertising the time, place and agenda of the next regular meeting of the Trustees. Notices shall be posted one week prior to the meeting.

b. For any special meetings called by the Trustees on short notice, notice shall be posted at the fire hall at least 48 hours in advance, advertising the time, place and agenda of the special meeting.

c. Any person may appear and speak during the public comment session at regular or special meeting of the Trustees. The chairperson may reasonably limit speeches or presentations by the public at Trustee meetings. Members of the public may be allowed to speak during Trustee discussion of agenda items at the discretion of the Trustees or otherwise required by law.

SECTION IV

ARTICLE I

The by-laws may be amended by proposing a change in writing at any regular meeting, then voting on the change by a majority vote of the Trustees at the next regular meeting.

ARTICLE II

Meetings shall be conducted according to generally accepted principles of parliamentary procedure.

BIGFORK FIRE DEPARTMENT

Originated by Loeffler

SEP 16 2015

Approved By	
Chief <u>W</u>	Date <u>9/10/15</u>
Trustee <u>JP</u>	Date <u>9/10/15</u>

BIGFORK FIRE CHIEF
PERFORMANCE EVALUATION

Name _____

Date _____

Evaluation scale: 1=Not Satisfactory 2=Needs Improvement but meets minimum standards 3=Acceptable 4=Exceeds Expectation 5 = Not Applicable

SPECIFIC DUTIES AND RESPONSIBILITIES

1. Assumes command at major emergency incidents or as other times may dictate and directs personnel and equipment in accordance with established guidelines.

Comments:

2. Establishes and maintains good public relations utilizing effective communications skills and programs.

Comments:

3. Manages current District SOG's and recommends new and amended SOG's to the Board of Trustees for review and/or adoption.

Comments;

4. Plans, directs, supervises and manages all of the daily operations in a manner that will achieve the recognized service levels of the district.

Comments:

5. Acts as the District Budget Officer. Prepares the budget for adoption and monitors expenditures ensuring that expenses stay within the budgetary guidelines, provides information and recommendation to the Board of Trustees on all capital expenditures.

Comments:

6. Directs the development and implementation of all Standard Operating Guidelines and the established of district performances and evaluation standards

Comments:

7. Exercises full supervision over all district personnel; including hiring, evaluating, recruitment, training, disciplining and termination.

Comments:

8. Keeps the Board of Trustees informed on district operations and provides answers to specific questions using proper communication techniques, reports and statistics.

Comments:

9. In conjunction with the Board of Trustees, develop district goals and objectives. Analyze all aspects of Fire District services in relation to community needs.

Comments:

10. Directs the enforcement of fire prevention laws and codes.

Comments:

11. Ensures that all District vehicles, equipment and facilities are maintained in an operational readiness condition sufficient to meet service level requirements.

Comments:

12. Oversees all investigation as to the cause, origin and circumstances surrounding all fires.

Comments:

13. Participates regularly in Fire District training sessions and activities.

Comments:

14. The Chief shall develop, implement and enforce appropriate safety/driving practices and policies. Each injury and accident involving fire dept. personnel and equipment shall be thoroughly investigated with the goal of preventing similar injuries and accidents.

Comments:

15. Performs other related special duties and functions as the Board of Trustees may require or direct.

Comment

Employee's Signature

Date _____

Employee shall sign the evaluation indicating he/she has read it. The signature does not indicate agreement with its content.

Board of Trustee Signature

Date _____

Evaluation Standards

Evaluators should refer to the following standards to determine the appropriate evaluation rating to be used.

1 = Not Satisfactory

A rating of 1 on any factor is considered unsatisfactory performance below minimum job requirements and constitutes grounds for dismissal. The Board of Trustees may dismiss or develop an improvement plan requiring correction of deficiencies.

2 = Needs improvement but meets minimum standards

A rating of 2 on one or two factors requires the development of an improvement plan. Three or more 2 ratings are considered unsatisfactory performance below minimum job requirements and constitutes grounds for dismissal. The Board of Trustees may dismiss or develop an improvement plan requiring correction of deficiencies (3 or more 2 ratings).

3 = Acceptable

Denotes performance demonstrated at a competent level and a consistent manner.

4 = Exceeds Expectations

Performance greatly exceeds job requirements and is above standards that indicate satisfactory performance.

5 = Not Applicable

Performance in this area has not been observed; or, this factor is not applicable to the duties and responsibilities of the position.

IMPROVEMENT PLAN

The improvement plan, at a minimum, shall include the following:

1. A description of the performance deficiency
2. The steps necessary for employee to correct the deficiency
3. Support provided for correction, i.e., training, consultation, etc.
4. Timeline for corrections will be set.

Failure of employee to meet the requirement of an improvement plan may result in dismissal.